



ENTERPRISE INFORMATION SYSTEMS
DEPARTMENT OF THE NAVY

IUID and Wide Area Workflow (WAWF)

**DASN IUID Training # 4
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Mandatory system (web site) for DoD Invoice and Receipt Processing

Lower prompt
pay interest
penalties

Lower DFAS
processing fees



Wide Area Workflow

Increase
document
visibility

Instill
standard
processes

<https://wawf.eb.mil/>

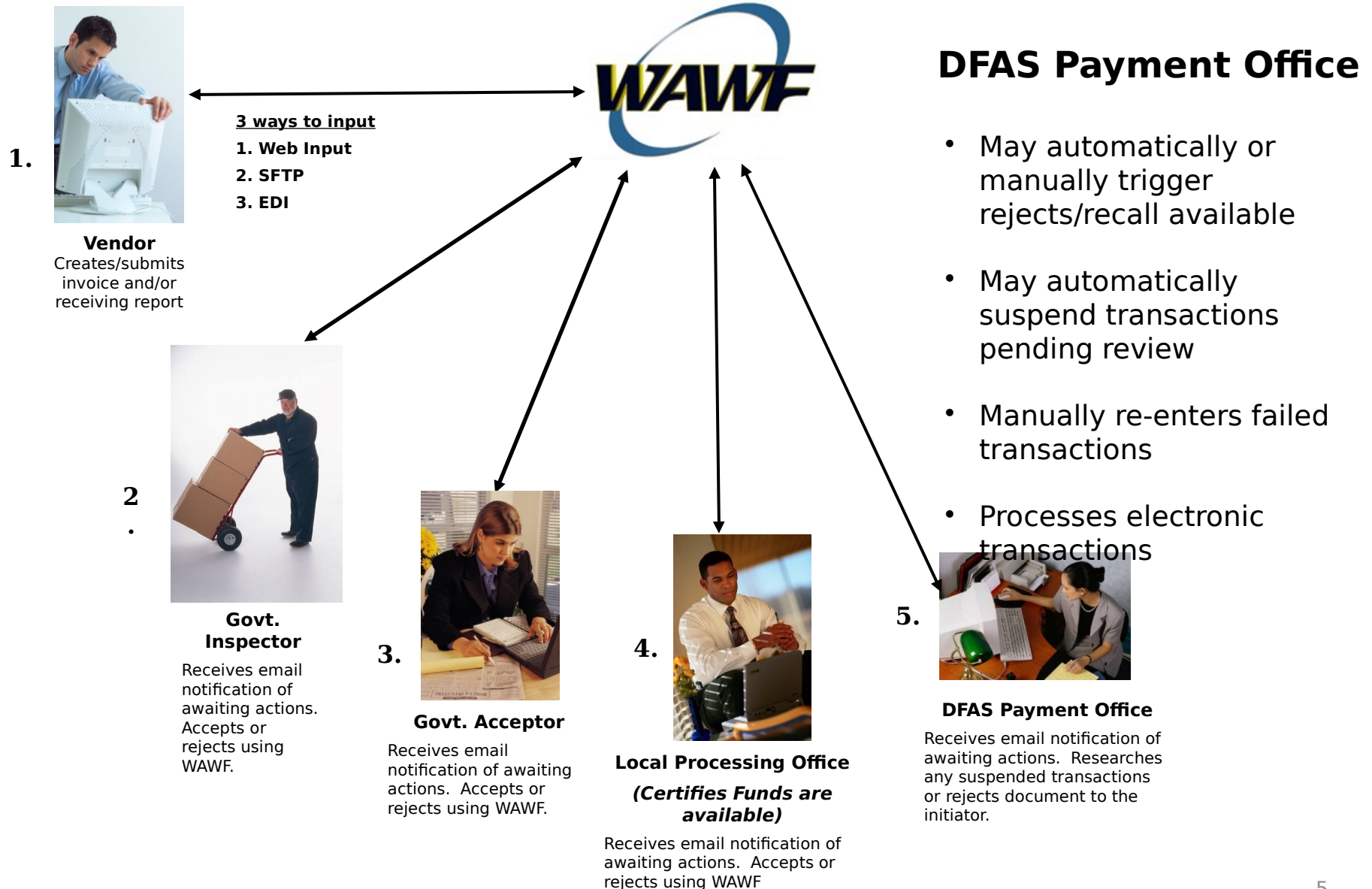
Navy WAWF Program Update

- Navy WAWF Leadership
 - ❖ Eric Ferraro (PEO-EIS)
 - ❖ Katrin Dilli (DASN Acquisition and Logistics)
 - ❖ Juan Arratia (FMO)
 - ❖ Aaron Oeken (Navy WAWF Help Desk)
- Successes in FY 2011 to date
 - Continuing to increase WAWF use (84%)
 - Conducted two WAWF Training “Road Shows”
 - WAWF v5.0
 - Technology Refresh (faster) and new look and feel
 - **“Save” Capability**

Navy WAWF Program - Continued

- Challenges and Focus Areas
 - ❑ Only 50% of ONE PAY invoices are in WAWF
 - ***Note an additional 38% are electronic input***
 - ❑ Drive towards complete electronic processing RATES from DFAS (invoice, receiving report, contract data)
 - ❑ Assist in Navy Financial Audit Readiness
 - ❑ Continue to reduce delays in WAWF processing times and payment to vendors
 - ❑ WAWF v5.2
- Remove obstacles, facilitate problem solving and communicate with the WAWF user community to increase the Navy's overall electronic commerce rates (currently only 37% "hands free")

WAWF Process Overview



WAWF Document Types (Navy)

- Invoice and Receiving Report (Combo)
- Invoice as 2-in-1
- Invoice (Fast Pay)
- Cost Voucher
- Navy Construction/Facilities
Management Invoice
- Grant and Cooperative Agreement
Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Miscellaneous Payment

WAWF User Roles

- **Vendor**
 - Contractor or Supplier
 - Valid Cage Code
 - Centralized Contractor Registration (CCR)
- **Inspector & Acceptor**
 - Requiring Activity, Contracting Officer Representative (COR), Quality Assurance Reviewer (QAR)
- **Cost Voucher Reviewer/Approver**
 - Defense Contract Audit Agency (DCAA)
- **Local Processing Office (LPO)**
 - Role used in situations where documents must

WAWF User Roles - continued

- **Pay Official**
 - DFAS Paying Office
- **Group Administration (GAM)**
 - Role is used by an individual selected at the organization/location level, that is charged with the responsibility of maintaining the users of his/her assigned organizations.
- **View Only**
 - Can see documents in any status that have the Department of Defense Activity Address Code (DoDAAC) and corresponding role listed on them

Documents are Routed By DoDAAC Codes

WAWF Pre-Population

- Where EDA document is available, some WAWF routing DoDAACs will auto-populate
- Where EDA doc is loaded in an XML format, WAWF can use data to pre-populate CLIN data

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE 1 OF
2. CONTRACT NO. N0024404F5010		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL:		a. NAME		b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/LOCAL TIME
9. ISSUED BY		CODE	N00244	10. THE ACQUISITION IS	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
				<input type="checkbox"/> UNRESTRICTED	<input type="checkbox"/> SEE SCHEDULE
				<input type="checkbox"/> SET ASIDE: % FOR	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)
				<input type="checkbox"/> SMALL BUSINESS	13b. RATING
				<input type="checkbox"/> HUBZONE SMALL BUSINESS	
				<input type="checkbox"/> 9(A)	14. METHOD OF SOLICITATION
				NAICS:	<input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP
				SIZE STANDARD:	CODE
15. DELIVER TO		CODE		N68688	
NADEP North Island		16. ADMINISTERED BY		SEE BLOCK 9	
San Diego, CA 92135-7050		17a. CONTRACTOR OFFEROR		CODE	1M3W0
		FACILITY		CODE	N68688
CACI		18a. PAYMENT WILL BE MADE BY		CODE	N68688
CHANTILLI VA 22204-1234		DFAS			
TELEPHONE NO.		SAN DIEGO CA 9123-1848			

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number Delivery Order CAGE Code / Ext. Pay DoDAAC

N0024404F5010 1M3W0 N68688

Issue Date IssueBy DoDAAC Admin DoDAAC * InspectBy DoDAAC / Ext. Mark For Code / Ext.

Ship To Code * / Ext. Ship From Code / Ext. LPO DoDAAC * / Ext.

Document Selected:

Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance

Obtaining your “role”

- Navy DoDAAC Hierarchy established in WAWF (some examples):
 - Navy/Commander US Pacific Fleet/Submarine Force Pacific/Submarine Squadron 11
 - Navy/NAVSEA/NSWC Crane
 - Navy/HQ COMNAVRESFOR/Fleet Logistics Squadron VR 57
- Go to WAWF URL: <https://wawf.eb.mil/>
 - *New User?*
 - *Registration*
 - *User Authentication Type (User Id/Password or CAC)*
 - *Data Capture*
 - *Government Role*
- *Group Administrator Approves*
 - *Email notifications*

E-mail Notifications are Sent

- Standardized format is used
- Notifies users of action taken or Required
- Can utilize Outlook/WAWF features to manage e-mail notices

From: cscassig@csd.disa.mil
To:
Cc:
Subject: GS23F0185K\HQ042305F0020\OBMB0\ \CI2N1\0028\59217\HQ0359\ \Submitted

Action DoDAAC\Ext: HQ0359

Document Type: Invoice 2-in-1 (Services Only)

Status: Submitted

Acceptance Date:

Processed Date: 2007/02/20

Contract Number: GS23F0185K

Delivery Order Number: HQ042305F0020

Contract Issue Date: 2004/10/21

Vendor CAGE\Ext: OBMB0

Shipment Number: 0028

Shipment Date: 2007/02/02

Invoice Number: 59217

Invoice Date: 2007/02/02

Has been Submitted by on 2007/02/20. Status is Submitted.

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

Helpful Hint for Vendors

Utilize WAWF Functionality to Send E-mail Notifications to your Acceptor

- Users have ability to send notifications to additional e-mail addresses following an action.
- E-mail addresses are saved for future use after submitted.



Initiator Email Distribution

Use the fields below to include additional email addresses.
Please add only one address per field.

Helpful Hint

Look for a WAWF Routing
Table in Section G: Payment Instructions

Document Type	Indicate which invoice type vendor should use
Contract Number	N00173-07-C-5010 or GSA # if applicable
Delivery Order Number (if applicable)	If applicable
Issued By	N00173
Admin By	N00173
Service/Supply Acceptor	N00052
Ship To / Extension	N03789
LPO (Certifier)	N00052
Pay DoDAAC	N68688
Acceptor Email	Eric.ferraro@navy.mil

UIDs

- **Unique Identifier (UID)** is a number that uniquely identifies tangible items
- Provides asset accountability within the DoD Supply Chain
- Must include a Unique Identifier under the CLIN/SLIN/ELIN if the item meets the DFARS 252.211.7003 requirements
- UID tab appears when entering line item

Wide Area Workflow 5.0

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Receiving Report and Invoice COMBO

CLIN/SLIN ACRNs **UID** MILSTRIP

* Asterisk indicates required entry for 'Save'. ** Double asterisk indicates required entry for 'Save and Continue'.

Expand All Collapse All

Enterprise Identifier Issuing Agency Code UID Type Original Part Number Lot / Batch Actions

Add UID

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

Wide Area Workflow 5.0

User Vendor Property Transfer Documentation Lookup Logout

Add UID

* Asterisk indicates required entry for 'Save'. ** Double asterisk indicates required entry for 'Save and Continue'.

UID Type ** Issuing Agency Code

Original Part Number Enterprise Identifier

Lot / Batch Warranty

Original Manufacturer Code Original Manufacturers ID

UID Number Serial Number Actions Message

Add UID

Wide Area Workflow 5.0

User Vendor Property Transfer Documentation Lookup Logout

Add UID

* Asterisk indicates required entry for 'Save'. ** Double asterisk indicates required entry for 'Save and Continue'.

UID Number *

Serial Number

UIDs

- More information
 - <http://www.acq.osd.mil/dpap/pdi/uid/index.html>
 - **Creating UIDs (Unique Identifiers)** section of WAWF Web-Based Training
 - <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/demo/UidOverview.htm>



RFIDs

- **Radio Frequency Identification (RFID) tags**
- **Shows how the various pallets, packages, boxes, containers, etc. of a shipment are put together**
- **Enter RFID information on Pack tab**
- **“Pack Later”** - submitting the document and returning later to create the packaging information

Wide Area Workflow 5.0

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Mark For Comments Line Item **Pack** Attachments Misc. Amounts Preview CI Preview RR

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

☐ Pack Later

Package Type	Package ID	Actions
RFID - Radio Frequency Identification (Passive) ▼		Save Cancel

MILSTRIPs

- **If your government contract references a MILSTRIP document number for the contract line items,** please include the MILSTRIP document number in the Wide Area Workflow (WAWF) receiving report information. After entering your Line Item information, enter the MILSTRIP information on the MILSTRIP TAB at the top of the page. Doing so will ensure timely processing of your payment request. Not all government contracts have a MILSTRIP document number. When the contract does not reference a MILSTRIP document number, leave the MILSTRIP field

MILSTRIPs

- **Military Standard Requisitioning and Issue Procedures (MILSTRIP)**
- **MILSTRIP tab appears when entering line item information**
- **The total quantities entered in the MILSTRIP Quantity field must be equal to the "Quantity Shipped" field on the Line Item Details page.**
- **May need to create a MILSTRIP entry with the word "NON" in the Description field to balance the**

Wide Area Workflow 5.0

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Receiving Report and Invoice COMBO

CLIN/SLIN ACRNs UID MILSTRIP

* = Required Fields

Milstrip No.	Milstrip Qty.	Actions
<input type="text"/>	<input type="text"/>	Delete
		Add

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

WAWF Web Based Training

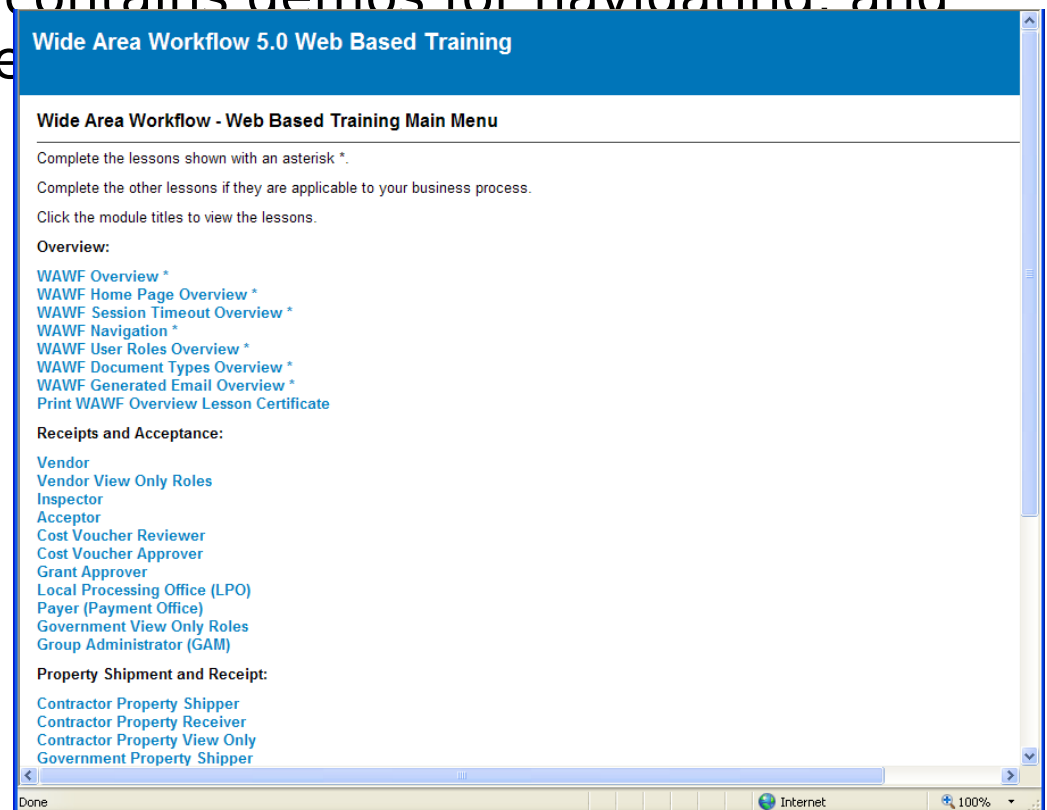
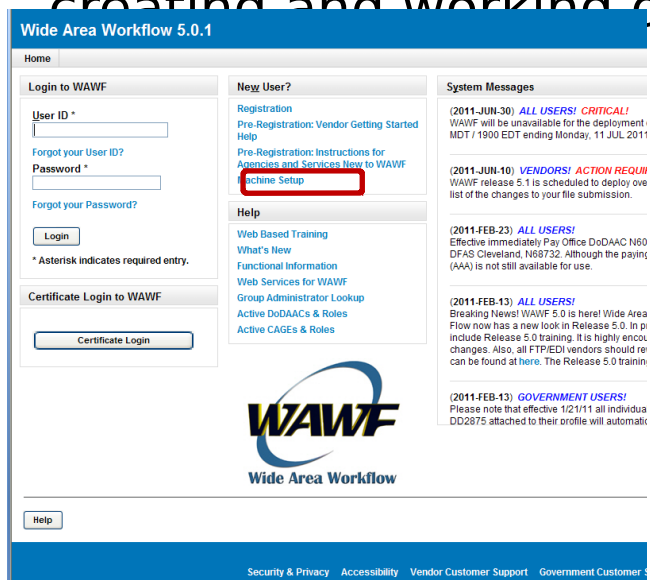
Location:

<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>

!

“Web Based Training” Link, then “WAWF WBT” Link

Description: This Web-Based Training Course provides a first look at the Wide Area Workflow System. It is an overview of the different areas of WAWF. The WBT contains demos for navigating and creating and working different



DFAS Electronic Commerce End Users Tool Box

Location:

<http://www.dfas.mil/contractorpay/electroniccommerce/ECToolBox.html>

Description: Web-Site that contains getting started guides, step-by-step procedures for processing WAWF transactions, interactive demonstrations of WAWF, links to other sites and more.

The screenshot shows the DFAS Electronic Commerce End Users Tool Box homepage. The header includes the DFAS logo and navigation links: HOME, ABOUT DFAS, NEWS, CAREERS, ASKDFAS, MORE. Below this is a secondary navigation bar with links: MILITARY PAY, CIVILIAN PAY, RETIRED PAY, TRAVEL PAY, CONTRACT/VENDOR PAY. The main content area is titled "CONTRACT/VENDOR PAY: ELECTRONIC COMMERCE". It features a sidebar with links: Contract/Vendor Pay, Electronic Commerce, Wide Area Work Flow (WAWF-RA), Web Invoicing (WINS), Electronic Certification System (ECS), Electronic Document Access (EDA), Electronic Document Management (EDM), Electronic Data Interchange (EDI), Electronic Funds Transfer (EFT), The Electronic File Room (EFR), and Electronic Commerce End User's Tool Box. The main content area includes sections for Classroom Training, WAWF Vendor Training, Wide Area Workflow (WAWF) Tools, WAWF Web-Based Training Site, WAWF Vendor Tools, WAWF Government Tools, WAWF Customer Service, WAWF What's New, Electronic Document Access (EDA) Tools, EDA Contract Deficiency Report (CDR) User Guide, myInvoice Tools, and Getting Started in myInvoice.

The screenshot shows the "Create a Receiving Report-Acceptor, Continued" procedure page. It includes a table with columns "Step" and "Action". The table contains the following information:

Step	Action
40	Click <u>I</u> nspection and <u>A</u> cceptance points.

Below the table, there is a section titled "Create New Document" with a "Required Fields" section. It includes fields for Contract Number, Delivery Order, Ship To Code / Ext., and Pay DoD/MAC. There is also a "Search For:" section with a "Shipment No." field. Below this, there are radio buttons for "Active Documents" and "Archived Documents", and a "Select Document to Create:" section with radio buttons for "Receiving Report", "Inspection", "Destination", and "Acceptance". There are also "Continue", "Return", "Reset", and "Page Help" buttons. A "Note:" section follows, providing instructions for creating a receiving report from a previous invoice or from a specific previously matched invoice.

The screenshot shows the "WAWF - Interactive Tutorials for Government" page. It includes a welcome message and a list of tutorials. The tutorials are:

- [Certify a 2-in-1 \(Navy LPO\)](#) - This is a self-guided tutorial for creating a Navy LPO 2-in-1.
- [Accept a 2-in-1 \(Non-EDI Pay\)](#) - This is a self-guided tutorial for accepting a Non-EDI Pay 2-in-1.
- [Accept a 2-in-1](#) - This is a self-guided tutorial for accepting a 2-in-1.
- [Inspect a 2-in-1](#) - This is a self-guided tutorial for inspecting a 2-in-1.
- [Certify a 2-in-1 \(Non-Navy LPO\)](#) - This is a self-guided tutorial for certifying a Non-Navy LPO 2-in-1.
- [Create a Miscellaneous Payment Voucher](#) - This tutorial explains how to create a miscellaneous payment voucher.
- [Create a Receiving Report](#) - This tutorial explains how to create a receiving report.

Resources for
vendor
and government
users!

Where to Find Additional Information *Navy-Specific Materials*

Location: <http://acquisition.navy.mil/content/view/full/99>

Description: Links to government and vendor procedures, policy letters, briefing charts, training dates, Navy WAWF Engineering Change Proposals, etc.

The screenshot shows the Department of the Navy Research, Development & Acquisition website. The header includes the Navy seal and a search bar. A navigation menu at the top lists: Meet ASN RDA, Organizations, Programs, Policy and Guidance, Acquisition Workforce, Acquisition One Source (highlighted), and SECNAV Green Biz Opps. A left sidebar contains a detailed menu with categories like MEET ASN RDA, ORGANIZATIONS, PROGRAMS, POLICY AND GUIDANCE, ACQUISITION WORKFORCE, and ACQUISITION ONE SOURCE. Under ACQUISITION ONE SOURCE, the 'WAWF Overview' link is highlighted. The main content area is titled 'WAWF Overview' and features the WAWF logo (Wide Area Workflow). The text explains that WAWF allows vendors and government users to submit invoices and receiving reports (DD250s) electronically free of charge. It also states that WAWF is in accordance with the 2001 National Defense Authorization Act (DFARS 252.232-7003/252.232.7003 Electronic Submission of Payment Requests - January 2004) which requires claims for payment under a Department of Defense contract to be submitted in electronic form. Below this, a section titled 'WAWF Benefits' lists several advantages: improves cash flow management, eliminates lost documents, reduces operating cost by saving postage, provides 100% invoice status visibility, electronic submission of invoices and receiving reports (DD250s), global accessibility of documents & audit capability, and a free-of-charge web-based system. Another section, 'WAWF DoD Partners', lists: Defense Finance and Accounting Service (DFAS), Defense Contract Management Agency (DCMA), Defense Logistics Agency (DLA), and Military Services. At the bottom, a link is provided to access additional WAWF information, with sub-links for Government Information and Vendor Information.

Department of the
NAVY
Research, Development & Acquisition

Search:

Meet ASN RDA | Organizations | Programs | Policy and Guidance | Acquisition Workforce | **Acquisition One Source** | SECNAV Green Biz Opps

Home > Acquisition One Source > eBusiness > DON eBusiness Solutions > WAWF Overview

WAWF Overview

WAWF allows vendors and government users to submit invoices and receiving reports (DD250s) electronically free of charge. Private industry has already seen significant dollar savings by increased cash flow and reduced operating costs. Many leaders in the Defense Industry have recognized the potential and are now using WAWF.

WAWF is in accordance with the 2001 National Defense Authorization Act (DFARS 252.232-7003/252.232.7003 Electronic Submission of Payment Requests - January 2004) which requires claims for payment under a Department of Defense contract to be submitted in electronic form.

WAWF Benefits

- Improves cash flow management
- Eliminates lost documents
- Reduces operating cost by saving postage
- Provides 100% invoice status visibility
- Electronic submission of invoices and receiving reports (DD250s)
- Global accessibility of documents & audit capability
- Free-of-charge web-based system

WAWF DoD Partners

- Defense Finance and Accounting Service (DFAS)
- Defense Contract Management Agency (DCMA)
- Defense Logistics Agency (DLA)
- Military Services

Click on the following links to access additional WAWF information:

- [Government Information](#)
- [Vendor Information](#)

Helpful Links

- WAWF Production
 - <https://wawf.eb.mil/>
- WAWF “Sand Box” Training Site
 - <https://wawftraining.eb.mil/>
- WAWF Web-Based Training Site
 - <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>
- WAWF Software User’s Manual (SUM)
 - https://wawf.eb.mil/SUM_RoboHelp_Web_Help/WAWF_SUM.htm
- DAASINQ (DoDAAC Query)
 - <https://www.daas.dla.mil/daasingq/>
- DoDAAD Committee (add, modify, delete DoDAACs)
 - <http://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp>

Helpful Links

- Electronic Document Access (EDA)
 - <http://eda.ogden.disa.mil/>
- Navy WAWF Site
 - <https://acquisition.navy.mil/content/view/full/99>
- DFAS WAWF Site (including info on Vendor WAWF training)
 - <http://www.dfas.mil/dfas/ecommerce/wawf/info.html>
- DFAS Electronic Commerce Site
 - <http://www.dfas.mil/dfas/ecommerce.html>
- DoD UID Information
 - <http://www.acq.osd.mil/dpap/pdi/uid/index.html>
 - <http://iuidtoolkit.com/overview/>